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2 October 1953

MEMORANDUM FOR: Director of Security

THROUGH: Assistant Director, OCD

FROM: CIA Top Secret Control Officer

SUBJECT: Report of an Inspection of CIA Top Secret Control Areas

1. An inspection of all CIA Top Secret Control Areas and substations was recently conducted by this Officer. The tour, in general, revealed that the TS network at the area level was operating satisfactorily. On demand, all Area Officers were able to find documents requested or produce acceptable receipts. A common understanding of inter-area regulations and procedures prevailed.

2. In addition to the above, the inspection revealed two significant weaknesses. They are enumerated below for your information:

(1) Need for Improved Security Indoctrination of Control Personnel.

- a. No one challenged my identity at any time during the inspection tour. Although I asked to see Top Secret files, records, and plans, my interest was treated as routine and no one bothered to check on my authority.
- b. A rapid turnover rate exists among control personnel. Individuals are rotated into and out of TS control assignments with little regard for the need to preserve good continuity in the TS operation.
- c. There is no routine procedure for downgrading TS documents, weeding or destroying extra copies, and preventing over-classification. No two areas do these things in the same way; some have done nothing at all in this regard.

(2) Need for Systematic Control at Lower Echelons.

- a. Although records of distribution are good at the Area level, the record keeping beyond this point is spotty and poorly controlled.

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3. Based on the inspection, the following recommendations are submitted for your approval.

- a. That Central TS Control indoctrinate all newly appointed Control Personnel to be sure that they fully understand their personal responsibility and the system's procedures.
- b. That the Organization and Methods Service assign one person to work with the CIA Top Secret Control Officer in developing and installing a uniform internal record-keeping system at the Area level throughout CIA. (Mr. [REDACTED] O & M, has already agreed to this.)
- c. That the Inspection Division of I & SO run a spot inspection of the Agency TS Control system some time in the next 3 to 6 months and render an independent appraisal of the system.

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/s/ [REDACTED]  
/t/ [REDACTED]

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Approved:

/s/ Sheffield Edwards  
Director of Security, CIA

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